

24 March 1958

MEMORANDUM FOR: Chief, Document Division

SUBJECT : Reproduction of IPI Entries for a Finished Intelligence File

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1. [] discussed the problem of eliminating finished intelligence documents from the Intellofax system with [] Since the IPI staff has been reproducing and storing duplicate subject and area entries for the past year and a half (but not interfiling which would require approximately 100 hours of overtime) for the eventuality of a Reference Branch finished intelligence card catalog, we needed to discuss the savings in manpower in one Division as weighed against reduction in Intellofax tape service.

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2. IPI Card Catalog. [] is willing to accept such a card catalog with current take sent to her once a week. Requesters would be informed that the Intellofax no longer contains finished intelligence material and that the IPI or the IPI card catalog must be searched. Since it would be too much of a load on Reference manpower to pull such cards for every tape run and then refile, the requester would have to jot down document references himself. This service would be tested for 6 months to determine if the absence of tape service for finished intelligence material created any hardship on the customer.

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3. Source Card. [] is willing to accept a 3 x 5 card from the Justewriter in lieu of the normal cut-off IBM card for a source card even though the entry and the position of the card would not conform to present source cards.

4. There are several factors to be considered before finished intelligence should be dropped from the Intellofax system.

- a. The 200 items a month which are now duplicated in the Intellofax and the IPI would save
 - (1) less than 1 man in the Analysis Branch (average of 20 fin intell items can be intellofaxed daily)
 - (2) 2 days for 1 typist in the Processing Branch
 - (3) key punching and machine sorting time on 200 items a month.
- b. How would the IAC community be affected by the limited Intellofax tape service? The IAC customer, it is true, has access to the published IPI, but does he use it? The IAC customer will not have access to the proposed IPI card catalog for browsing unless he visits the CIA Library.

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